COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY   *IM QUARTERLY AWARDS PROGRAM*
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This instruction implements AFPD 36-28, Awards and Decorations Program, and describes the information management quarterly awards program. It establishes guidelines for the Sheppard AFB Enlisted Airman, Noncommissioned Officer, and Civilian Information Management (IM) award program. The objective of this program is to provide recognition and foster morale and esprit de corps. Guidelines for annual award recognition is covered in different instructions.

1.1. The Sheppard Information Management (IM) Quarterly Awards Program is designed to recognize Sheppard AFB (SAFB) top achievers and performers in each of the following categories:

* IM Noncommissioned Officer: SSgt - MSgt
* IM Airman (Amn): AB - SrA
* IM Civilian (Occupational Series 318, 326, 344, or any other doing information management duties)

1.2. Sheppard AFB organizations may nominate as many candidates as they feel deserve this recognition.

1.3. Quarterly Award Program Procedures:
1.3.1. Quarterly award recognition will be managed on a fiscal year basis with the year divided into quarters outlined below:

* First Quarter: October - December
* Second Quarter: January - March
* Third Quarter: April - June
* Fourth Quarter: July - September

1.3.2. Nominees for quarterly award recognition do not have to be assigned to 82 TRW or 80 FTW for the entire quarter, however, nomination packages can only include those actions performed/earned while assigned to either, or both, wings.
1.3.3. Detachments/Operating Locations (OLs) may compete if they cannot compete in a comparable award at their location. They must meet established suspense dates and be nominated through their respective squadrons/groups.
1.3.4. Quarterly nomination packages are due on the 20th day of the month following the end of the quarter, i.e., 20 January, 20 April, 20 July and 20 October. If the 20th day falls on a weekend or holiday, packages are due the next duty day.
1.3.5. Quarterly award selections will be done by package review.
1.3.6. Quarterly award boards will be held between the 21st and the 30th of the month following the end of the quarter.

1.4. 3AOX1 Functional Manager (82 CS/SCSS) will:
1.4.1. Have the overall responsibility for managing the quarterly award program.
1.4.2. Request nominations.
1.4.3. Administratively review nomination packages.
1.4.4. Arrange for selection of board members and notify selected members of date, time, and place the board will convene. Quarterly award boards will consist of a president and two board members.
1.4.5. Brief board members on procedures for award board process and provide packages to each board member. Each package will contain nomination packages and score sheets.
1.4.6. Packages will be scored as follows: up to 30 points for inputs under first heading and up to 20 points for inputs under the second heading for a maximum total of 50 points.
1.4.7. Brief board members and answer any procedural questions for personnel during the Amn, NCO, and Civilian review proceedings.
1.4.8. Serve as OPR to coordinate and direct all presentation actions.
1.4.9. Obtain and forward plaques for presentation.
1.4.10. Provide congratulatory letters for each winner to 82d Training Wing Commander (82 TRW/CC) for signature.
1.4.11. Notify award winners of date, time, and place of the presentation ceremony.
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HQ AETC/DPARR

1.5. Board Members will:
1.5.1. Review and score all packages; however, the board president's score will only be used in the event of a tie.
1.5.2. Provide feedback and critiques concerning nominee packages when returning packages and score sheets to 82 CS/SCSS.

1.6. Nominations must be submitted as follows:
1.6.1. Original prepared using index card method on **½ sheet of plain, white bond paper** with rank and name
of nominee, organization, award category, and a POC on reverse of write-up. (see Attachment 1)
1.6.2 E-mail, FAX, or deliver nomination to 82 CS/SCSS.

1.6.3. Limited to single line bullets. These may contain sub-bullets.
1.6.4. Paragraph headings **must** be used IAW the attachment.
1.6.5. Must use 12-point font.

GARY J. BUNDY, Colonel, USAF
Vice Commander

Attachment:
Sample Index Card/Bond Paper Quarterly Award Format

SAMPLE INDEX CARD/BOND PAPER QUARTERLY IM AWARDS FORMAT

Contributions to Organizational Mission and Management Goals
- Set margins no larger than 1 inch, and no smaller than .5 (1/2 inch)
- Quarterly awards submissions are limited to ½ sheet of plain, white bond paper
- Must be at least a 12-point font, DO NOT use a smaller font size
- Do not add squadron emblems or other types of clip art to the submission
    - -- Sub-bullets may be used to augment single bullets
    - -- Use a dash for main bullets and a double dash for sub-bullets

Single space between heading and first bullet Do not use punctuation at the end of bullets.

Exhibition of Outstanding Leadership Qualities:
- Double space between the last line of the previous heading and the current heading
- Both headings must be used
    - -- Only use the Bold feature for the headings
    - -- Use the Times New Roman font
- Do not put the nominee's name or other personal information on the side with the write-up
- Nominee's rank and name, organization, award category, and POC will be put on the reverse
- All of these guidelines apply to all categories of submission
- Do not exceed half of a sheet of 8 ½" x 11" bond paper (Quarterly)--full sheet (Annual)
- Number of bullets is not limited in number…only in space (see bullet above)

Double space between last bullet of each section and the next heading.

✭ SAMPLE OF THE REVERSE OF INDEX CARD/BOND PAPER QUARTERLY IM AWARDS FORMAT
(Centered, 1 inch margin from top)

Line 1: Nominee's rank and full name

Line 2: Enter Nominee's organization. Do not put office symbol.

Line 3: Enter Category the Nominee is competing in.

Senior Airman John C. Doe
82d Training Wing
IM Airman of the Quarter
POC: Major Ima Goodwriter, 6-1234

Last Line: Enter a point of contact and phone number.

✭*NOTE: Center information on the reverse of write-up (as shown above). If printed head-to-head, this information should appear on reverse of the nomination. Do not include any extra information such as duty or job descriptions. Do not add clip art or organizational emblems.*